

## **SPF SIG Training Manual Section 2B Coalition Min Standards Assessment**

This section of your SPF SIG Training Manual will help you assess the current capacity of the coalition(s) in your LSAA with respect to the minimum standards discussed in Section 2A. It contains the following:

- ✓ this introduction, which describes how assessment of your coalition(s) fits into the SPF process and your LSAA plan that you will submit to the State for approval;
- ✓ the Coalition Assessment Min Standards Tool and Summary Sheet, which you will use to assess your coalition(s); and
- ✓ instructions for completing the Coalition Assessment Min Standards Tool and Summary Sheet.

Remember that part of engaging in the SPF process is capacity building. A key aspect of capacity is convening key stakeholders to plan and implement sustainable prevention efforts; the method through which these stakeholders are convened is through coalitions. Coalitions mobilize resources to plan, implement, and evaluate prevention activities within their community that have been identified through needs and gaps assessments. In doing so, they increase the capacity of their community to address prevention needs. However, before members of a coalition can begin to work on the processes of assessment, planning, and implementation, they must build their own capacity to do so.

In order to ensure that the minimum capacity exists to move forward with the SPF process at the local levels, the State of Utah has developed the minimum standards identified in Section 2A. The plan that you will submit to the Project Management Team for approval before moving ahead with the SPF process requires an assessment of the coalition capacity within your LSAA. The Tool and Summary Sheet presented here will comprise that section of your plan. This assessment will help you determine whether or not your coalition(s) are functioning at the minimum capacity level necessary to move forward in the SPF process and, regardless of the status of your coalition(s), aid you in identifying where capacity needs to be built. While identifying your starting point is the crucial first step, even more important is that your capacity grows from that point (and with it, your sustainability). Therefore, there are no “right” or “wrong” answers. Remember that this is not just a hurdle to beginning the SPF process, it IS part of the SPF process.

*Instructions for Completing the Coalition Min Standards Assessment Tool*

You will find the Coalition Min Standards Assessment Tool in Appendix A of your Training Manual. Instructions for completing each item on it are presented below, grouped by item. Note that check boxes and text boxes are provided that you can type directly into (identifiable by the gray shaded areas) without altering the format. If you need additional help or clarification while completing this tool, please contact Susannah Burt at 801-538-4388 or sburt@utah.gov.

*A. LSAA*

Identify the LSAA represented by the Tool.

*B. Person(s) completing the Tool*

Identify each person who was responsible for completing the Tool.

*C. Date*

Enter the date the Tool was *completed*.

*D. How many Coalitions exist within your LSAA?*

Enter the number of coalitions within your LSAA. To consider a group a coalition for the purposes of this Tool, it must: 1) have met at least once in the past six months; 2) have an identifiable individual or agency that organizes coalition meetings; 3) be comprised of individuals from at least two different agencies; and 3) an ability to focus on substance abuse prevention.

*If you do not have any coalitions within your LSAA, you are finished.*

*If you have at least one coalition within your LSAA, continue and complete the Tool for each coalition (if you have three coalitions, you will complete the Tool three times, one for each coalition).*

*1. Coalition*

Identify the coalition you are completing the Tool for.

*2. What counties does the coalition cover?*

Identify the counties the coalition covers. Include counties that are both fully and partially covered.

*2a. If the coalition covers a portion of a county, what incorporated cities does it cover within that county?*

Identify the incorporated cities covered by the coalition that are contained in any partially covered county. You do not need to list any cities located within counties that are completely covered by the coalition. For example, if your coalition covers all of Weber and Davis Counties, you do not need to list

any cities. However, if your coalition covers northern Davis County and all of Weber County, you would list the incorporated cities in northern Davis County.

3. *What school districts does the coalition cover?*

Identify the school districts the coalition covers.

4. *Does the coalition target a specific population?*

Check Yes or No as appropriate. Examples of populations include, but are not limited to, youth, elderly, Hispanic, low SES, etc., at-risk, etc.

4a. *If yes, identify the population(s).*

Identify the population(s) of focus.

5. *Does the coalition target a specific problem?*

Check Yes or No as appropriate.

5a. *If Yes, identify the problem(s) of focus.*

Identify the problem(s) of focus.

6. *Does the coalition have a vision statement?*

Select Yes, No, or In Progress from the drop-down list as appropriate. In Progress should be used if the coalition is actively working on developing a vision statement.

6a. *If yes, when was it created or last reviewed?*

If a completed vision statement exists, put the date of completion or the date it was last reviewed by the coalition, whichever is most recent (month and year). Attach it to the Tool with the coalition identified on it.

7. *Does the coalition have a mission statement?*

Select Yes, No, or In Progress from the drop-down list as appropriate. In Progress should be used if the coalition is actively working on developing a mission statement.

7a. *If yes, when was it created or last reviewed?*

If a completed mission statement exists, put the date of completion or the date it was last reviewed by the coalition, whichever is most recent (month and year). Attach it to the Tool with the coalition identified on it.

8. *Does the coalition have any operating bylaws or guidelines?*

Select Yes, No, or In Progress from the drop-down list as appropriate. In Progress should be used if the coalition is actively working on developing bylaws or guidelines.

*8a. If yes, are these written down?*

If bylaws or guidelines exist, check yes or no as appropriate. Attach them to the Tool with the coalition identified on it.

*8b. If yes, when were they created or last reviewed?*

If bylaws or guidelines exist, put the date of completion or the date they were last reviewed by the coalition, whichever is most recent (month and year).

*9. Is there a specified process for bringing on new coalition members?*

Select Yes, No, or In Progress from the drop-down list as appropriate. In Progress should be used if the coalition is actively working on developing a process.

*10. Is there a specified committee or workgroup structure for the coalition?*

Select Yes, No, or In Progress from the drop-down list as appropriate. In Progress should be used if the coalition is actively working on developing a structure.

*11. Is there a specified process for how decisions are made?*

Select Yes, No, or In Progress from the drop-down list as appropriate. In Progress should be used if the coalition is actively working on developing a process.

*11a. Does any sector or agency have more than 10% of the vote?*

Check Yes or No as appropriate. Note that in some cases, due to the coalition membership, this is inevitable.

*12. Is there a specified leadership structure?*

Select Yes, No, or In Progress from the drop-down list as appropriate. In Progress should be used if the coalition is actively working on developing a structure.

*12a. Is the leadership transition process specified?*

Select Yes, No, or In Progress from the drop-down list as appropriate. In Progress should be used if the coalition is actively working on developing a process.

*13. Are there expectations for meeting attendance?*

Select Yes, No, or In Progress from the drop-down list as appropriate. In Progress should be used if the coalition is actively working on developing expectations.

*14. Does the coalition collaborate with other coalitions?*

Check Yes or No as appropriate. Check yes for on-going collaborative efforts or one-time collaborative efforts that happened within the past two years. Note that for a number of reasons, it is not always possible to collaborate with other coalitions.

*14a. If yes, identify the coalitions.*

Identify the coalitions with which collaboration has occurred/is occurring.

*15. How often does the coalition meet?*

Identify how often the coalition meets from the drop-down list provided. Options include bi-weekly (every other week), monthly, every other monthly or other. If "Other" is selected, indicate the meeting schedule.

*16. When was the coalition's last meeting?*

Enter the month and year of the coalition's last meeting.

*17. How many times has the coalition met over the last 6 months?*

Enter the number of times the coalition met over the last 6 months.

*18. What was the average attendance at coalition meetings over the past 6 months?*

Provide the average number of coalition members that attended meetings over the past 6 months. To calculate this, add the total number of coalition members that attended each meeting over the past six months and then divide by the number of meetings. Do not include guests or presenters when calculating the average.

*19. Are meeting agendas created for coalition meetings?*

Check Yes or No as appropriate.

*20. Are minutes kept of coalition meetings?*

Check Yes or No as appropriate.

*20a. If minutes are kept, are they disseminated among members?*

Check Yes or No as appropriate.

*20b. If minutes are disseminated, how are they disseminated?*

Email, mail, at next meeting and other are provided options. Check all methods that apply. If "Other" is selected, please indicate how.

*21. Is there a formal coalition roster?*

Check Yes or No as appropriate. A formal roster is written down and updated as members join and leave the coalition. If yes, attach the roster to the Tool with the coalition identified.

*22-24. Which sectors are represented in the coalition? How many meetings has someone from each sector attended? Are there special circumstances surrounding their attendance?*

For each sector in the table:

- 22) indicate the number of individuals on the coalition representing that sector. Sector definitions are provided in Section 2A of the Training Manual. If there are no members representing a sector, enter 0. If an individual represents multiple sectors, count them under the sector they represent most often or that they represent in an official capacity. Do not count an individual twice.
- 23) indicate how many meetings *anyone* from each sector has attended over the past six months. If more than one person from a sector attended a meeting, just count 1. For example, if a coalition met five times over the past six months and one person from education attended meeting 1, three people from education attended meeting 2, no one from education attended meeting 3, and one person from education attended meetings 4 and 5, you would enter in "4."
- 24) whether there were any special circumstances surrounding the sector's attendance over the past six months (lack of). If there were none, leave this blank.

*25. Comment.* This space is provided for you to leave comments if you would like.

### Instructions for Completing the Coalition Min Standards Assessment Summary Sheet

You will find the Coalition Min Standards Assessment Summary Sheet in Appendix A of your Training Manual. It is to be completed after completing the Coalition Min Standards Assessment Tool, as you will use the answers from the Tool to complete the Summary Sheet. Therefore, you will have a Summary Sheet to accompany each Tool that you complete (one per coalition). Note that not all items on the Tool are summarized on the Summary Sheet. Therefore, it is important that you include both when you submit your plan. Recall that prior to moving forward in the SPF process, all minimum requirements for the standards must be met. Indicate on the Summary Sheet the LSAA and coalition that the Sheet is referencing, along with the date it is completed, in the spaces indicated.

Note that check boxes and text boxes are provided that you can type directly into (identifiable by the gray shaded areas) without altering the format. Each standard is listed in shorthand on the Summary. You should refer to Training Manual Section 2 for complete details on the standards and their corresponding minimum requirements and goals prior to completing the Summary Sheet. For each standard, indicate by checking the box if the goal and/or minimum requirement have been met. Note that if the goal has been met, the minimum requirement has also been met. Some standards do not have a minimum requirement; this is indicated by a dash. A space is provided for each standard to if you would like to comment on coalition progress with regard to the standard or otherwise leave comments.

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